

# Job Announcement

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## REPOST

<b>Opening Date:</b>	October 31, 2013	<b>Closing Date:</b>	November 14, 2013
<b>Job Title:</b>	Criminal Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059505	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Montgomery County Rockville, Maryland	<b>Grade/Entry Salary:</b>	J06 \$29,278 - \$34,691 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Prepares new criminal case files by verifying charging documents, typing initial docket entry and establishing case file folder. Using a computer keyboard, maintains criminal records by updating electronic case information. Communicates with the detention center and sheriff's office in delivering and collecting documents and information. Processes the transfer of criminal cases to other courts. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Assesses fees and court costs, and collects money using a computerized cash register. Prepares criminal summonses and other writs for mailing by typing forms and envelopes. Reports case information to other state agencies, as appropriate. Performs all other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** A minimum of one year of related experience.

**Preferred:** Prior legal experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job-related codes, policies, procedures, rules, regulations and laws as required. Knowledge and ability to apply job-related terminology. Ability to work efficiently within considerable time constraints. Ability to perform basic mathematical calculations. Ability to operate a cash register. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to sit and/or stand for extended periods of time. Ability to lift up to 40 lbs. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Montgomery County  
Montgomery County Judicial Center  
50 Maryland Avenue  
Rockville, MD 20850  
ATTN: Loretta Knight, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**